



**LEESBURG**  
*The Lakefront City*

## REZONING APPLICATION

Please type or print legibly (use blue or black ink). All blanks must be complete. Use N/A where not applicable.

Date: \_\_\_\_\_

1. Project Name: \_\_\_\_\_
2. Property Address: \_\_\_\_\_
3. Property Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_
4. Petitioner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_
5. Agent's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_
6. The property is generally located near the following streets:  
\_\_\_\_\_  
\_\_\_\_\_
7. The size of the property is: \_\_\_\_\_ +/- square feet; \_\_\_\_\_ +/- acres
8. The existing zoning of the property is: \_\_\_\_\_
9. The proposed zoning of the property is: \_\_\_\_\_
10. The present use of the property is: \_\_\_\_\_  
\_\_\_\_\_
11. The proposed use of the property is: \_\_\_\_\_  
\_\_\_\_\_

12. The number of existing structures on the property and their present use is:

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13. The property is currently served by:

\_\_\_\_\_ Central water and sewer

\_\_\_\_\_ Well & septic

14. The reason or basis for this request is:

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15. Has any previous application been filed within the last year concerning this property? \_\_\_\_ Yes \_\_\_\_ No

If yes, briefly describe the nature of the request:

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16. If the proposed zoning is a Planned Unit Development (PUD), indicate type:

\_\_\_\_\_ Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Mixed Uses

Refer to requirements of the Preliminary Development Plan, which must be prepared and submitted with this petition.

17. State the exact legal description of the property to be rezoned. (Copy of Warranty Deed showing ownership of property must be submitted with application).

Alternate Key #: \_\_\_\_\_

Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_

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## PROPERTY OWNER & AGENT AFFIDAVIT\*

DATE: \_\_\_\_\_

Before me, the undersigned authority personally appeared \_\_\_\_\_ (property owner's name), who being by me duly sworn on oath, deposes and says:

1. That said authority is the fee-simple owner of the property legally described in this application.
2. The said authority desires a REZONING from \_\_\_\_\_ to \_\_\_\_\_.
3. That said authority (property owner) has appointed \_\_\_\_\_ (agent's name) to act in his behalf to accomplish the above, and before me the undersigned authorized agent personally appeared and being by me duly sworn on oath, deposes and says:
  - A. That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations, and provisions of the City of Leesburg, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the City of Leesburg, Florida, and are not returnable.
  - B. That the submittal requirements for the application have been completed and attached hereto as part of that application.
  - C. That the REZONING sign will be posted, in accordance with Section 25-93 (c) of the City of Leesburg Code of Ordinances, at least ten (10) days prior to the scheduled meeting date at which the case will be considered by the Planning & Zoning Commission and will remain posted until final determination by the City Commission.

\_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
AGENT'S SIGNATURE

STATE OF FLORIDA  
COUNTY OF LAKE

STATE OF FLORIDA  
COUNTY OF LAKE

Subscribed and sworn to (or affirmed) before  
me on \_\_\_\_\_ (date) by

Subscribed and sworn to (or affirmed) before  
me on \_\_\_\_\_ (date) by

\_\_\_\_\_  
(name of affiant, deponent, or other signer).  
He/she is personally known to me or has  
presented \_\_\_\_\_  
as identification.

\_\_\_\_\_  
(name of affiant, deponent, or other signer).  
He/she is personally known to me or has  
presented \_\_\_\_\_  
as identification.

\_\_\_\_\_  
NOTARY PUBLIC  
SEAL:

\_\_\_\_\_  
NOTARY PUBLIC  
SEAL:

**\*NOTE: PROPERTY OWNER MUST SIGN AFFIDAVIT. WHEN AGENT IS REPRESENTING CASE, BOTH AGENT AND PROPERTY OWNER MUST SIGN AFFIDAVIT.**

## CHECKLIST FOR REZONING APPLICATION COMPLETION

The following information is required to be submitted when applying for REZONING:

1. \_\_\_\_ Filing fee (see below).
2. \_\_\_\_ General application form (pg. 1 & 2).
3. \_\_\_\_ Authorization for property owner/agent representation (pg. 3).
4. \_\_\_\_ Copy of recorded Warranty Deed showing who the current fee simple titleholders (property owners) are. (Tax receipt is not acceptable).
5. \_\_\_\_ Map showing general location of the site.

FILING FEE: (Please make check payable to CITY OF LEESBURG)

\$270.00 for first 5 acres plus \$5.00 per acre over five (5) acres. (Maximum fee: \$500.00)

### PROCEDURES:

1. **Proposed use of property must be assessed to determine if there will be an increase in demand on the water or wastewater systems before submittal of the application. Any increase in demand on the water or wastewater systems will be subject to impact fees.**
2. Application shall be submitted to the Leesburg Planning & Zoning Division no later than 16 working days before the desired scheduled meeting. Contact the Planning & Zoning Division (352-728-9760) for deadline dates.
3. Upon receipt of a COMPLETE & CORRECT application, the Planning & Zoning Division shall proceed with the request for a public hearing in accordance with the following:
  - A. The owners of all property lying within two hundred (200) feet of the property shall be notified by certified/return receipt mail.
  - B. A legal advertisement shall be published two (2) times in a local newspaper before the meeting.
4. The petitioner is required to post a sign (provided by Leesburg Planning & Zoning Division), on the site and in plain view of the public, at least ten (10) days before the public hearing. The sign shall remain posted on the property until final determination by the City Commission.  
**NOTE**: In cases where the sign has not been properly posted, the Planning & Zoning Commission may postpone or deny the application with prejudice.
5. Failure to provide an accurate and complete application will result in automatic rejection and return of the application and delay of the hearing date.
6. The property owner or authorized agent (authorization must be on file at Leesburg Planning & Zoning Division) must attend the Planning & Zoning Commission meeting and, at least, the first City Commission meeting.